

Communication plan

Flexible Work Options

Introduction	<ul style="list-style-type: none">• Introductions• Agenda• Why are we meeting today• What do we want to accomplish/What are our goals for this meeting
Why are we meeting (Discuss reasons for meeting)	The reasons for the meeting are as follows:
What do we want to accomplish/What are our goals for this meeting	Discuss how the team will use flexibility and flexible work arrangements to address the items above
Flexibility Principles	
What is available to team	Flextime and Compressed Workweeks <ul style="list-style-type: none">• Flextime Team members work anytime between the hours of 7:00 a.m. and 9:00 a.m.• 4 ½ - 40 Compressed Workweek Team members 9 hours per day four days a week and 4 hours on the fifth day, therefore having worked 40 hours in 4 ½ days.• 4/10 Compressed Workweek Team members work 10 hours per day, 4 days per week, therefore completing 40 hours in 4 days.• 9/80 Compressed Workweek Team members 9 hours per day eight days and 8 hours on the ninth day, therefore having worked 80 hours in 9 days.• Telework Team members work from home or other remote location one or more day(s) each month.
How would this Work – the Buddy System	In order to provide equity to all team members and coverage to all clients across the U.S. and on the two coasts, the team would implement a Buddy System. The Buddy System Examples <ul style="list-style-type: none">•
Guidelines	
Things to consider	<ul style="list-style-type: none">• How much lead time should a Buddy Team provide to Lori about their plans to take advantage of a FWA.• How many times per month should a Buddy Team be able to take advantage of a FWA• How should vacations be handled.• How will holiday pay be handled